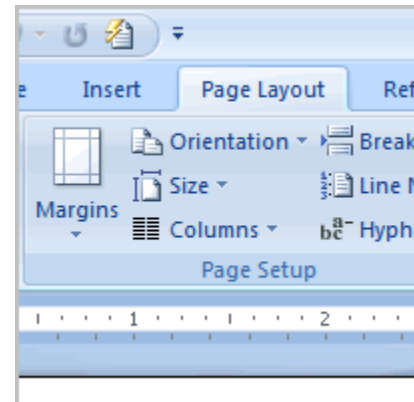


Modifying Page Layout

To Change Page Orientation:

Select the **Page Layout** tab.

Click the **Orientation** command in the Page Setup group.



To Change the Paper Size:

Select the Page Layout tab.

Left-click the **Size** command and a drop-down menu will appear. The current paper size is highlighted

To Format Page Margins:

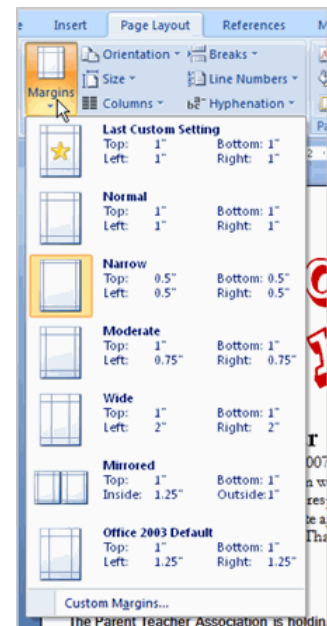
Select the **Page Layout** tab.

Click the **Margins** command. A menu of options appears. **Normal** is selected by default.

Left-click the predefined margin size you want.

OR

Select **Custom Margins** from the menu. The Page Setup dialog box appears.



Columns

To Add Columns to a Document:

Select the text you want to format.

Select the **Page Layout** tab.

Left-click the **Columns** command.

Select the number of columns you would like to insert.

